



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Contract Administrator 3</b> <b>[Classified Competitive]</b>			Salary <b>R29- \$74,251.79 - \$105,891.38</b>
Posting Number <b>20-16</b>	Position Number <b>044302</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 1/25/16 To: 2/8/16</b>
Location: <b>Epidemiology, Environmental and Occupational Health (EEOH)</b> <b>135 East State Street, Trenton, NJ</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Supervise the administration of Division Grants, Contracts, State, Federal, and Dedicated Accounts. Preparation of salary & ancillary cost projections for grants as well as several third party applications. Assist in the preparation of the Intent to Apply for Non-State Funding. Review of grant applications and MOA's and oversee the approval process through the Department. Attend budget negotiation and assist with and required budget revisions. Establish and prepare budget authority and allotment, and set up expense budgets on NCFS. Review and approves all purchases, personnel action transfer of funds, MOAs, professional agreements to ensure cost effectiveness and compliance with State and Federal fiscal management requirements. Coordinates the preparation and approval of all expenditures and budgets Division wide to ensure conformance to grant and budgetary requirements and analyze potential surplus/deficit in the program area budgets. Responsible for monitoring close-out and/or payment of open obligations at year-end. Responsible for coordinating State Budget for the Division. Coordinating the submission of Federal and Other Funds Budget and Budget Update for the Division to Financial Services. Supervise the processing of State accounts to ensure expenditure are proper. Works with Budget Office at Year-end to ensure no large balance lapse. Oversee Central Accounts for the Division. Supervision of monthly mileage of State vehicles, make recommendations regarding rotation of vehicles to ensure proper monthly mileage is maintained. Supervises the reconciliation of monthly motor pool bill for 46 vehicles; liaison with Financial Services regarding accounts and amounts to charge for monthly CMP billing. Supervises the billing and reconciliation of Office of Automation Network charges and telephone charges to ensure appropriate accounts are charge by Financial Services. Coordinate submission of Internal Controls form various programs to Financial Services. Supervise the procurement operations for assigned accounts within the Division. This includes: Oversee the daily purchasing which include but are not limited to activities related to the purchase of goods, services and travel/training, printing and office supplies to insure procurement processing is in accordance with State and Federal and other contractual guidelines.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**Education:** Graduation from an accredited college or university with a Bachelor's degree.  
**EXPERIENCE:** Four (4) years of experience involving contract/grant work, project financing, construction management, financial administration, social services administration, and/or budget and management operations of a government or business entity, at least two (2) years of which shall have involved responsibility for some aspect of contract/grant work administration. **NOTE:** Applications who do not possess the required education may substitute additional experience as indicated on a year-for-year basis. **NOTE:** A Master's degree from an accredited college or university in Accounting, Finance, Business Administration or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There are no substitutions for the two (2) years of experience involving responsibility for some aspect of contract/grant work).

## FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment\*\* to:

**Susan Way, Executive Assistant 1**  
**Epid., Environmental and Occupational Health**  
**Reference Posting #20-16**  
**New Jersey Department of Health**  
**PO Box 369**  
**Trenton, NJ 08625-0369**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

**PSTEEOH@doh.state.nj.us**

\* Resumes received after the closing date MAY be considered if the position is not filled.

\*\* NOTE: You can access the State of New Jersey Application for Employment at: [www.nj.gov/health/forms/dpf-663.pdf](http://www.nj.gov/health/forms/dpf-663.pdf)

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**